



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL

DIVISION OF WATER

89 KINGS HIGHWAY
DOVER, DELAWARE 19901

BOARD OF CERTIFICATION

PHONE: (302) 739-9946
FAX: (302) 739-8369

**Board of Certification for Wastewater Operators
Tuesday, July 10, 2018
DNREC, Richardson & Robbins Building
Conference Room B228
MEETING MINUTES**

In Attendance:

Board: Bryan Ashby, Brian Blackburn, Ira Kaiser and Mark Kondelis
DW: Jena Saxton, Nicole Smith and Faye Wheeler
Public: Norman Dempster and Sarah Smith

Chairman Brian Blackburn called the meeting to order at 9:03 a.m.

A quorum of the board is present.

- The agenda for the current meeting is approved.
- Minutes of the June 8, 2018 meeting are approved as submitted.

Old Business

- **Start Action Notice (SAN)**
 - Email was sent out to operators as requested.
 - Complete.
- **Chesapeake Bay Grant Funds for Training Upgrades**
 - Mark Kondelis reports the team continues to move forward. He will send the new test questions to Faye this week for distribution to the other Board members. Once received, the Board needs to review and respond with comments, approval or denial in two weeks.
 - Nicole Smith will coordinate with Hilary Valentine to find out if their intern is available to assist with loading the new questions in our question bank.
 - Bryan Ashby is still reviewing the Level IV upgrade information.

New Business

- **Results of June 8, 2018 Examination**
 - The Board reviewed Wastewater Operator Examination 2018 Summary Report.
 - Faye Wheeler will fix percentage formulas and update the website.

- **Delaware Rural Water's 10th Annual Water & Wastewater Operator Expo**
 - Brian Blackburn, Mark Kondelis and Faye Wheeler will represent the Board at the Expo. Faye will send in the registration form and set up the display board.
- **Continuing Education Course Approvals/Denials June**
 - The Board reviewed classes submitted in June and July
- **Operator License Renewals/Certifications/Expirations June**
 - The Board reviewed renewals, certifications and expirations.
- **License certifications and renewals audit for June**
 - Six files were randomly pulled and reviewed by the Board – no issues were found.

Meeting was adjourned 9:43 a.m.

The next Board of Certification for Wastewater Operators meeting will be held on Tuesday, August 07, 2018 at 9:00 a.m. in DNREC, Richardson & Robbins Building, Conference Room B172.

Respectfully Submitted,
Faye Wheeler, CAP